MEETING MINUTES – Architecture Oversight Committee (AOC)

Date of Meeting:	May 23, 2007	
Time and Location:	10:00 a.m. – 12:00 p.m.	State Data Center; 4430 Broad River Road; Conference Room 105
Minutes Prepared By:	Pam Humphries	

1. Attendance at Meeting

Jeff Baumann (Forestry Commission)
Connie Berardinis (Charleston County), *by phone*
Randy Byars (Division of Insurance & Grants)
Rod Davis (DHHS)
Steve Flowers (State Accident Fund)
David Foshee (DDSN)
Doug Harper (Transportation)
Sam Jones (Budget and Control Board)
David O'Berry (PPP)
Pat O'Cain (Division of the State CIO), *Chairman*
Shannon Smith (SDE)

2. Meeting Agenda

1. Welcome and Review Minutes
2. SCEIS Review
3. NASCIO Government at Risk: Protecting Your IT Infrastructure
4. Cyber Security Policy

3. Meeting Notes, Decisions, Issues

Minutes from the last meeting were adopted as presented.

SCEIS Review – Chuck Fallaw, SCEIS
-- Blueprint was completed March 9, 2007.
-- There are six agencies that will "go-live" November 5, 2007.
-- Now in the Realization Phase.
-- STARS will remain the Book of Record for non-live agencies.
-- August 3, 2007 Integration testing begins**.**

What Should I Do as IT Director to Prepare for SAP? – Richard Wicker, SCEIS

-- Workstations should meet AOC minimum standards.
-- Internet Explorer 6.0 recommended, Windows 2000 or later, Word and Excel
-- Firewall, Port 443
-- Connecting/Bandwidth/Redundancy, 20-25 kbps per user (excluding image transfer)
-- Downloads – install Citrix Client
-- Interface – SCEIS responsible for SAP side and Agency responsible for Legacy side.

Mike Sales – PM, Imaging team, Hyland

-- Scan Station will consist of scanner & PC. The PC will be provided by SCEIS and the agency will provide the scanner.

Video – A NASCIO video entitled "Protecting Your IT Infrastructure" in the case of a Disaster was shown.

Cyber Security Policy – David O'Berry

-- The Cyber Security Policy document was distributed. Mr. O'Berry recommended this document as a framework. It will be represented at a future meeting.

Jim Scurry, briefed the AOC that interviews have been completed for a Statewide GIS Coordinator position. Expect to have coordinator in place in July.

Mr. Scurry also added that DNR is working with USGS and FEMA to bring together a coalition of federal, state, and local government entities for developing a high resolution data set for the state. In order to firm up funding level commitments, a meeting will be held at the SC DNR Styx Radio Communications Complex on June 5 at 1:30 p.m. He invited anyone who would like to attend.

4. Action Items

	Action	Assigned to	Due Date
a.	Electronic copy of Cyber Security Policy to be emailed to AOC	Doug Drenning	
	Status		
b.			
	Status		
c.			
	Status		

5. Next Meeting

Date:	Wed., June 27, 2007	Time:	10:00 a.m.	Location:	BRR-Rm 105
Agenda:					